

GUIDELINES FOR USE OF WIRELESS COMMUNICATION DEVICES IN VEHICLES

I. Purpose

Wireless communication devices (i.e. cell phones, pagers, text messaging devices, computer screens) are common in the workplace. There is a growing wave of concern regarding the safety risks associated with using wireless communication devices while driving and studies suggest an increased risk for the driver being involved in a crash/collision. To minimize this distraction, *employees are expected to refrain from using personal and city-owned wireless communication devices on-the-job while operating a motor vehicle.* This applies to City vehicles and personal vehicles used for City business. Under no circumstances should a city employee place him/herself or others at unnecessary risk to fulfill personal or business needs by using a communication device driving on-the-job.

II. Guidelines

- A. Ask yourself, "Is this communication necessary right now?"
 - Please have the cell phone voicemail pick up calls while you are driving, and check your voicemail when are able to park the car.
- B. Safely pull over or use hands-free accessories for wireless communication devices.
 - Familiarize yourself with all your cell phone features and operations prior to use. Utilize hands-free devices and "one-button" functions wherever possible, such as speed-dial, redial and all standard access commands.
 - Pull off to the side of the road and stop before answering a communication, seeking emergency assistance (911), or writing a message related to the communication.
- C. In the event a device must be used while driving, consider the following options:
 - Keep conversations simple and brief and limited to business discussions.
 - Inform the other party that you are driving and may need to suspend the conversation if the call becomes a distraction.
 - Do not engage in stressful or emotional communications while driving.
 - Do not use a wireless communication device during adverse traffic, road or weather conditions.

III. EXCEPTIONS

Members of the Boulder Police Department, Fire Department and other commissioned officers and/or rangers, while involved in a critical activity, are exempt from these guidelines.

IV. CORRECTIVE ACTION

Failure to follow these guidelines may constitute unsafe operation of a motor vehicle. Under the City's driving policy, unsafe operation of a motor vehicle can result in corrective action, up to and including termination. Review the driving policy on the City's Intranet, at: http://intranet.ci.boulder.co.us/hroe/policies/hiring_transferring_terminating/driving.pdf